

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	NEX-636-16
		募集締切日： Closing Date	22 Mar 16 1st Cut-off: 8 Feb 16 2nd Cut-off: 29 Feb 16
		発行日： Date of Issue	19 Jan 16
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>3</u>) Personnel/Manpower Coordinating Clerk, #327 (人事又は人力調整事務職) <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Personnel Office 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input type="checkbox"/> HPT <input checked="" type="checkbox"/> IHA <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (Until 12/31/2016) * The employment may or may not be renewed or may be terminated prior to the not to exceed date.	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 0700-1545/0730-1615/0800-1645/1015-1900 休憩 Recess Period: 45 min/day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Performs a variety of clerical, procedural, and assistant work servicing customers/employees in a computerized or manual system. In a computerized system, determines appropriate coding and operates Japanese Automation System and PeopleSoft. Knowledge of the operations and terminology of the personnel specialty, e.g., classification, recruitment, placement, management-employee relations, employee development, personnel system management, labor relations, etc., is required in support of one or more specialized functions. Provides clerical and procedural support in a variety of employee-management programs. Maintains position control files. Controls personnel action requests. Draws organization charts based on information. Prepares and distributes vacancy announcements. Provides information to job applicants. Refers applicants to supervisor for interview. Establishes and maintains files of correspondence, applications, performance appraisals and promotion folders. Explains procedures and forms for rehiring. Japanese language is required to communicate with customers and associates. Performs other related or incidental duties as assigned.			
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent in any field, OR completion of 4 year college/university in any field. b. Must have GOJ ordinary driver's license (AT limited is acceptable). c. Knowledge of regulations and procedures for IHA/HPT personnel actions. d. Skill in operating personal computer applications such as Microsoft Word and Excel. e. Ability to perform a variety of clerical and administrative duties. f. Ability to communicate effectively and courteously with all level of personnel. g. Ability to speak, read and write English at fluent proficiency level. (LD-3) h. Ability to speak, read and write Japanese at native language level. * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8 免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8			

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。